

# MAINTENANCE & ALTERATION CONTRACTOR COMPANY LICENSE (CORPORATION/LLC/PARTNERSHIP)

## ALL RENEWALS MUST BE COMPLETED ONLINE

**IMPORTANT:** You must renew your license(s) by using our online renewal system now using a debit or credit card containing a MasterCard, Visa, or Discover logo or by electronic check (e-check). Do not send cash, check or money order. Payments received by mail or in person will no longer be accepted and will be returned without the renewal being processed.

1. Renew your license online now at [www.michigan.gov/mylicenser renewal](http://www.michigan.gov/mylicenser renewal). By renewing online, you may expect to receive your renewed license by mail within 5 to 10 business days, if all renewal requirements have been met. You must use a MasterCard, Visa or Discover credit card or e-check to renew online. You may verify the renewal of your license if all renewal requirements are met the following business day at [www.michigan.gov/license lookup](http://www.michigan.gov/license lookup).

**PLEASE NOTE:** By using an e-check to make your renewal payment, there will be an automatic 10 day hold placed on the check, and there are no exceptions to the hold.

2. **NAME/ADDRESS CHANGES:** If you are changing your business address, please note that the physical address must be located in the state of Michigan. If you have an address change, please make the change and renew your license at [www.michigan.gov/elicense](http://www.michigan.gov/elicense). If you have a name change, please submit your name change to our office at [bplhelp@michigan.gov](mailto:bplhelp@michigan.gov). Name changes should be completed prior to renewing your license online.

**NOTE:** Please contact the Department prior to renewing your license if:

- You are adding or deleting an assumed name (DBA – “doing business as”).
- You are changing the business structure of the Maintenance & Alteration Corporation/LLC/Partnership. You may be required to submit a new application for this new company.

3. If you do not have a name or address change, go to [www.michigan.gov/mylicenser renewal](http://www.michigan.gov/mylicenser renewal) to renew your license. You will need your 10 digit license number to use this site, and you will be able to print a copy of your transaction if you require a receipt of your renewal payment.
4. Renewal fees are not refundable.
5. **PLEASE NOTE:** The Qualifying Officer for your Maintenance & Alteration Contractor Corporation, Limited Liability Company (LLC) or Partnership **must** renew their Individual license. If the Qualifying Officer does not hold an active individual license, he or she must immediately submit an application to the Department to obtain an individual license. The Qualifying Officer's individual license is separate from the company license as it is issued to the individual in his or her name, and the license number will begin with 2101 or 2103. If the Corporation/LLC/Partnership does not have a Qualifying Officer with an active individual license, the Corporation/LLC/Partnership's license may be suspended. You may apply online for the Individual Residential Builder license or download the application at [www.michigan.gov/builders](http://www.michigan.gov/builders).

6. **INACTIVE STATUS:** A licensee designated as inactive must still pay the renewal fees.  
**PLEASE NOTE:** A licensee in “inactive status” will NOT have a paper license printed and mailed to them. An individual in “inactive status” is UNABLE to serve as the Qualifying Officer of a Corporation/LLC/Partnership.
7. Your current license expires on **May 31, 2016**. Once renewed, the new license will expire on May 31, 2019. If you fail to renew the license online, and/or fail to meet all renewal requirements by the expiration date of your license, you cannot legally practice as a Maintenance & Alteration Contractor Corporation/LLC/Partnership and may be subject to disciplinary action if you continue to practice. An additional \$20 late fee will be added to the renewal fee if you renew within the 60 days following the license expiration date.
8. If you fail to renew on or before the 60<sup>th</sup> day following your current license expiration date, **you will not be permitted to renew online**, and you will need to submit an application for relicensure.
- Please visit [www.michigan.gov/builders](http://www.michigan.gov/builders) to download the “Corporation, Limited Liability Company or Partnership Residential Builder and Maintenance & Alteration Contractor License or Relicensure or Reinstatement Application.”
  - **Do not use this form** to mail your renewal fee in lieu of renewing your registration online. Payments received by mail or in person will no longer be accepted and will be returned without the renewal being processed.